

## MILITARY AIR PASSENGER/CARGO REQUEST

*NOTE: Keep this data on file for two years after submission date.*

### 1. SELECT APPLICABLE TRAVEL STATEMENT:

	<b>PRIORITY 1</b>	<b>Direct support of operational forces</b> engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.
	<b>PRIORITY 2</b>	<b>"Required use"</b> travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.
	<b>PRIORITY 3</b>	<b>Official business travel</b> which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester <b>must</b> provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.

### 2. PURPOSE OF TRAVEL

<b>a. PUJC CODE</b>	<b>b. COMPLETE MISSION DESCRIPTION</b>
<b>3. TOTAL NUMBER OF PAX</b>	<b>c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE</b>

### 4. SENIOR TRAVELER

<b>a. NAME</b> (Last, First, Middle Initial)	<b>b. GRADE/DV CODE</b>	<b>c. DUTY TITLE</b>	<b>d. BRANCH OF SERVICE</b>

### 5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

### 6. DESIRED FLIGHT ITINERARY

	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				

### 7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)

a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST

### 8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)

<b>a. CARGO DESCRIPTION</b>			
<b>b. LARGEST ITEM DIMENSIONS</b>	<b>c. HEAVIEST ITEM DIMENSIONS/WEIGHT</b>	<b>c. TOTAL WEIGHT</b>	<b>d. TOTAL CUBIC FEET</b>
<b>e. SPECIAL HANDLING REQUIREMENTS</b> (Explain)			

<b>9. POINT OF CONTACT</b> <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. GRADE</b>	<b>c. DUTY PHONE</b> <i>(DSN/Commercial)</i>	<b>d. AFTER HOURS</b> <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
<b>10. NON-DV PASSENGERS</b>				
	<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. BRANCH OF SERVICE</b>
<b>11. REMARKS/ADDITIONAL COMMENTS</b>				
<b>12. REQUESTER</b>				
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. OFFICE SYMBOL</b>
<b>e. DUTY TELEPHONE</b> <i>(DSN/Commercial)</i>	<b>f. SIGNATURE</b>			<b>g. DATE</b>
<b>h. PLAIN LANGUAGE ADDRESS</b> <i>(PLAD)</i>				
<b>13. TRAVEL AUTHORIZING OFFICIAL</b> <i>(As appointed by Service)</i>				
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. OFFICE SYMBOL</b>
<b>e. DUTY TELEPHONE</b> <i>(DSN/Commercial)</i>	<b>f. SIGNATURE</b>			<b>g. DATE</b>
<b>14. SENIOR TRAVELING PASSENGER</b> <i>(Signature may not be delegated)</i>				
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. DUTY TITLE</b>	<b>d. OFFICE SYMBOL</b>
<b>e. DUTY TELEPHONE</b> <i>(DSN/Commercial)</i>	<b>f. SIGNATURE</b>			<b>g. DATE</b>